

CACFP Required Yearly Staff Training

1. Civil Rights
 - make sure JFA is clearly posted
 - make sure complaint forms are on site
 - assist with completing if necessary
 - forward to Aaron w/i 3 days
2. Meal Counts at the Point of Service
3. Medical Statement for Food Substitutions
 - a. Must be completed if substitution to normal menu required
 - b. Work with Nutrition Services Director
4. Family Style Meal Service Requirements
 - a. Adult at each table
 - b. Children serve themselves
 - i. If children are not able to serve themselves, adults must ensure that minimum portion of each food is served to child
 - c. At least the minimum portion of all foods must be placed on the table at the beginning of the meal or be available in the same room.
 - d. Appropriate Meal Time Conversation
5. Sanitation
 - a. All adults and children wash hand before meals.
 - b. Food that has been on the table is discarded at the end of the meal
 - c. Must wear gloves if touching foods that will not be cooked before being eaten
6. Daily Vendor Receipts (if applicable)
 - a. Verify accuracy
 - b. Sign
 - c. Submit to main office at the end of the month
7. Infant feeding requirements (if applicable)
 - a. Follow menus
 - b. Feeding logs

By signing below, staff are acknowledging that they have been trained on the topics listed above.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Staff Signature _____ Date _____.

Trainer Signature _____ Date _____.